

# **FNS-310 HANDBOOK CHANGES**

## **SUMMARY OF CHANGES**

### **All Chapters:**

- If a page will need to be reprinted, “shall” is changed to “must” or “will”, as appropriate, to comply with plain language requirements and
- FCS is replaced with FNS.

### **Chapter Two**

- Page 2-2, section 214.1, \$5 is replaced by \$25 based on Tech. Rule change.

### **Chapter Four**

- Page 4-3 and 4-4, sections 421 and 423, changes are made to these sections to reflect Tech. Rule change which permits the interview to take place at a location other than the client’s home.

### **Chapter Six**

- Page 6-2 and 6-3, sections 621.3, 621.4, 622.3 and 622.4, \$5 is replaced by \$25.
- Page 6-3, section 622.4, revises the review procedure so that the final error determination figure is either from comparison I or comparison II, whichever figure reflects the smallest absolute dollar error figure.
- Page 6-3, examples under 622.4, adds two case examples to illustrate the new procedure.

### **Chapter Eight**

- Pages 8-12 and 8-13, \$5 is replaced by \$25.

### **Chapter Nine**

- Page 9-7, section 980, provides for the reviewer to use reference sources other than the blue book to determine the value of vehicles. If possible, the reviewer should use the source used by the State’s EW to determine the value of motor vehicles.

## **Chapter Ten**

- Page 10-2, section 1020-1, provides for an optional credit check to verify income.
- Page 10-16, 10-18, and 10-23, sections 1063.1, 1063.2 and 1064, \$5 is replaced with \$25 in comparison.

## **Chapter Eleven**

- Page 11-3, section 1113, provides for a variance exclusion for deductions not reported at certification or recertification when the agency informs the household that failure to report the expense will result in forfeiture of the right to the deduction.
- Pages 11-4 and 5, section 1113, adds examples of the new variance exclusion.
- Page 11-25, section 1180, revises the paragraph on child support payment deduction to make it consistent with certification policy.

## **Chapter Twelve**

- Page 12-2, sections 1212.1 and 1212.2 and 1220, \$5 is replaced by \$25.
- Page 12-3, section 1232, \$5 is replaced by \$25.

## **Chapter Fourteen**

- Page 14-1, section 1410, change reflects new policy that only disagreements are subject to arbitration.
- Page 14-1, section 1410 under NOTE, clarifies that informal resolution may continue up until the disagreement is resolved or the 20-day time limit for requesting arbitration expires, whichever is earlier.
- Page 14-5, section 1433, clarifies the last sentence of the next to last paragraph of the section by adding the words “for requesting arbitration” after the words “20-day time frame”.